# Attendance Report (DOE-AT)                    Version 05.27.03

The purpose of this data collection is to gather student attendance information.  This attendance information is utilized for several purposes including calculations in Adequate Yearly Progress (AYP).

## Instructions

Count those students who attended at any time during the academic year except for Pre-Kindergarten and Post High School students. Report each student in the school in which he or she is enrolled.  All days should be reported as either full (1) or half (.5) day.  The required data should be collected, combined into a file, and submitted to the Department of Education through the secured STN Application Center.  The file may be any of the formats contained in this document.  This file must contain all the fields in the order described in the data layout below.

A trial file submission period will be available June 2 through June 13, 2003.  This optional period will provide the opportunity to verify transmission and validity of the data file **prior to** the actual collection cycle. All data submitted during this optional period will be deleted at the end of the day on June 13, 2003 unless other arrangements have been made with the Department.

The required collection period will begin on June 16, 2003 and last until June 20, 2003, which is the final date for submission.  During this time you are required to submit the file to the Department of Education using the secured STN Application Center, check the processing results for errors, and check the reports in the message center for accuracy.  If there are any errors or inaccuracies you may correct your data file and transmit the file again until the end of the day on June 20, 2003.  Special consideration will be given to schools with extended calendars.

In order to submit the final data to the Department of Education, each corporation must have completed the Certification of Instructional Days form that was sent out in the May 16, 2003 Superintendent's Mail, which can be found at http://www.doe.state.in.us.  The Certification of Instructional Days form is due no later than June 16, 2003.  Please contact Mary Mickelson at 317-232-9060 for questions regarding the Certification of Instructional Days.  Attendance data cannot be submitted until this form is completed and on file with the Department.  In addition, each student reported in DOE-AT must already have an existing STN number in the STN Lookup.  This means any additions or corrections to the STN Lookup data must be sent prior to the attendance data.

## Attendance (AT) Report Data Layout

| Field Order | Fieldname Description | Length | Data Field Specification and Requirements | Notes |
|---|---|---|---|---|
| 1 | School Number | 4 | State Assigned School ID<br><br>**Required Field**: YES | School building where the student enrolled |
| 2 | Student Test Number (STN) | 9 | Official Student Test Number (STN) assigned to student<br><br>**Required Field**: YES | Nine (9) character Student Test Number (STN) |
| 3 | Beginning Attendance Date | 8 or 10 | First day of school or date of latest enrollment if it is after the start of the school year.<br><br>**Allowable Date Formats Are:**<br><br>MMDDYYYY, MM/DD/YYYY, and BOS<br>Where:    MM = Month (01 - 12)<br>         DD = Day (01 - 31)<br>         YYYY = Year (2002 - 2003)<br>         BOS = Populate with beginning of school date<br><br>**Required Field**: YES | Dates will be checked to ensure they are valid calendar dates.<br><br>If the field contains BOS then the first day of school for the reporting school will automatically be populated by DOE based on the corporation calendar submitted to DOE. |
| 4 | Ending Attendance Date | 8 or 10 | Last day of school or the last date of enrollment if it is prior to the end of the school year.<br><br>**Allowable Date Formats Are:**<br><br>MMDDYYYY, MM/DD/YYYY, and EOS<br>Where:    MM = Month (01 - 12)<br>         DD = Day (01 - 31)<br>         YYYY = Year (2002 - 2003)<br>         EOS = Populate with end of school date<br><br>**Required Field**: YES | Dates will be checked to ensure they are valid calendar dates.<br><br>If a beginning date is given and this field is EOS then the last day of school for the reporting school will automatically be populated by DOE based on the corporation calendar submitted to DOE. |

| Field Order | Fieldname Description | Length | Data Field Specification and Requirements | Notes |
|---|---|---|---|---|
| 5 | Days Attended | 5 | Total days attended during begin date/end date period.<br><br>**Allowable Numeric Formats Are:**<br>NNN.D<br>Where:   NNN = Whole Number (001–200)<br>              D = Decimal Number (0 or 5)<br><br>**Required Field**: YES | Examples:<br>10<br>10.0<br>10.5 |
| 6 | Days Absent | 5 | Total days absent during begin date/end date period.<br><br>**Allowable Numeric Formats Are:**<br>NNN.D<br>Where:   NNN = Whole Number (000–200)<br>              D = Decimal Number (0 or 5)<br><br>**Required Field**: YES | Examples:<br>10<br>10.0<br>10.5 |

## Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

### Comma Delimited Format

```
0001,000102001,BOS,EOS,175.5,4.5
0001,000102004,01102003,EOS,93,1
0001,000102005,BOS,10012002,35,0
0001,000102005,02152003,EOS,75,5
```

### Positional Format

The following positional example shows dates that are 8 characters long and do not contain the '/' character.

```
          10         20         30         40
....|....|....|....|....|....|....|....|....|....
0001000102001       BOS       EOS175.5   4.5
000100010200401102003        EOS   93    1
0001000102005       BOS10012002   35    0
000100010200502152003        EOS   75    5
```

The following positional example shows dates that are 10 characters long and do contain the '/' character.

```
          10         20         30         40
....|....|....|....|....|....|....|....|....|....
0001000102001       BOS       EOS175.5   4.5
000100010200401/10/2003        EOS   93    1
0001000102005       BOS10/01/2002   35    0
000100010200502/15/2003        EOS   75    5
```

**E(x)tensible Markup Language (XML) Format**

```
<XIF_ATData>
    <Corporation Id="8800">
        <School Id="0001">
            <Student STN="000102001">
                <Attendance>
                    <Enrollment BeginDate="BOS" EndDate="EOS" DaysAttended="175.5" DaysAbsent="4.5" />
                </Attendance>
            </Student>
            <Student STN="000102004">
                <Attendance>
                    <Enrollment BeginDate="01102003" EndDate="EOS" DaysAttended="93" DaysAbsent="1" />
                </Attendance>
            </Student>
            <Student STN="000102005">
                <Attendance>
                    <Enrollment BeginDate="BOS" EndDate="10012002" DaysAttended="35" DaysAbsent="0" />
                    <Enrollment BeginDate="02152003" EndDate="EOS" DaysAttended="75" DaysAbsent="5" />
                </Attendance>
            </Student>
        </School>
    </Corporation>
<XIF_ATData>
```

## Common Scenarios

The following section contains several likely scenarios of student attendance and a description of how they would be reported.

### Scenario #1: Traditional Student

Scenario: A student enrolls in a school at the beginning of the school year and attends the same school throughout the course of the school year.

Reporting Result: This would require a single AT record for this student. The beginning date and ending date would contain the first day of school and the ending date would contain the last day of school.

School #1 Data File:
0001,000102001,BOS,EOS,175.5,4.5

### Scenario #2: Student Transfers to another School in State

Scenario: A student enrolls in a school at the beginning of the school year and attends that school for a period of time. At some point during the school year the student transfers to another school within the state.

Reporting Result: This would require each school to submit an AT record for this student for the periods during which the student attended. The original school would report a record containing a beginning date of the first day of school and the ending date would contain the date the student transferred out. The record from the school the student transferred to would have a beginning date of the date the student transferred in and an ending date of the last day of school.

School #1 Data File:
0001,000102001,BOS,01102003,85.5,1.5

School #2 Data File:
0002,000102001,01102003,EOS,93,1

### Scenario #3: Highly Mobile Student

Scenario: A student enrolled in a school at the beginning of the school year and attended for a period of time. The student then transfers to another school and attends elsewhere for a while. The student eventually transfers back to the original school.

Reporting Result: This would require three AT records for this student. Two of the records should be submitted by the original school for the two different attendance periods. The first record would contain a beginning date that contains the first day of school and an ending date of when the student transferred to the other school. The second record submitted by the original school would contain a beginning date of when the student transferred back to the school and an ending date of the last day of school. The record submitted

by the second would contain a beginning date of when the student transferred in and an ending date of when the student transferred out.

School #1 Data File:
0001,000102001,BOS,10012002,40,0
0001,000102001,11202002,EOS,85.5,1.5

School #2 Data File:
0002,000102001,10012002,11202002,35,0

## Scenario #4: Kindergarten Student

Scenario: A student attends a.m. or p.m. kindergarten five days a week for a half day each day or "all day" kindergarten where they attend two full days and one half day per week.

Reporting Result: The school would report the student as a half day (.5) for each of the sessions the student is in attendance.  If the student is in attendance for five half days or two and a half days in all day kindergarten it will result in 2.5 days being reported.

School #1 Data File:
0001,000102001,BOS,EOS,89.5,.5

## Scenario #5: Student Transfers In from Out of State during the School Year
Scenario: An out-of-state student transfers in to a school at some point during the school year and attends for the remainder of the school year.

Reporting Result: The school would assign the student an STN number and include the new STN in their monthly STN data update to DOE.  The school would report a single AT record for this student where the beginning date contains the date the student transferred in to the school and the ending date would contain the last day of school.

School #1 Data File:
0001,000102001,01102003,EOS,93,1

## Scenario #6: Student Drops Out or Transfers Out of State
Scenario: A student enrolls in a school at the beginning of the school year.  At some point throughout the school year the student either drops out or transfers out of state.

Reporting Result: The school would report a single AT record where the beginning date would contain the first day of school and the ending date would contain the date the student transferred or dropped out.

School #1 Data File:
0001,000102001,BOS,01102003,85.5,1.5